



Overview

The Register of Deeds is responsible for recording all real estate transactions in Sedgwick County. This includes deeds, mortgages, oil and gas leases, and platted additions to all cities in Sedgwick County. The Register of Deeds also files financing statements and security agreements on personal property under the Uniform Commercial Code, federal and state tax liens, corporation papers, powers of attorney, county school records, and military discharges. In addition to recording transactions, the Register of Deeds is responsible for maintaining and preserving records based on statutory requirements.

Pursuant to state law, the Register of Deeds collects general County revenues such as mortgage registration and Heritage Trust fees. In addition, filing and copying fees generate revenue. Eighty-seven percent of budget authority supports 19 full-time employees. The majority of remaining budget authority is committed to office supplies and equipment, as this office relies heavily on microfilm and copying ability. The 32.6% decrease in the total budget is a result of additional funding granted in 2001 to purchase a new scanning/imaging system. As a result of this addition, the adopted budget includes \$69,615 for the addition of two positions to maintain the new scanning/imaging system, and \$51,236 for the maintenance agreement. The 2002 budget includes a 3% general salary increase for all County employees.

Register of Deeds



Mission

Our mission is to provide accurate and accessible records and information in a fast and friendly manner to the citizens of Sedgwick County. We also have statutory requirements that require the preservation and protection of the documents filed in our office.

**Sedgwick County
Board of Commissioners
2002 Priorities:**

- ✓✓ Youth Services*
- ✓✓ Process Improvement & Collaboration*
- ✓✓ Demographics*
- ✓✓ Economic Development*
- ✓✓ Quality of Life*

Budget Summary

Category	2000 Actual	2001 Budget	2002 Adopted	% Change 01-02
Personnel & Benefits	570,454	642,464	702,012	9.3%
Contractual Services	28,737	43,874	95,110	116.8%
Commodities	10,632	13,500	13,500	0.0%
Capital Improvements	-	-	-	
Capital Outlay	-	503,496	-	-100.0%
Interfund Transfers	3,000	-	-	
Total	612,823	1,203,334	810,622	-32.6%
Grant Revenue	-	-	-	0
Fee Revenue	-	-	-	0
General County Revenue	612,823	1,203,334	810,622	-32.6%

2002 Performance Measurement Summary

Performance Measure	2000 Actual	2001 Estimated	2002 Projected
Number of transactions	167,873	200,000	235,000
Number of transactions per employee	9,875	11,765	13,824
Cost per transaction	\$3.65	\$3.50	\$3.19
% of staff trained in all Register of Deeds office functions	85%	90%	95%
% of staff trained with other departments	0%	40%	50%
% of customer Comment Cards returned with positive ratings for Register of Deeds service	0%	40%	60%
% of Register of Deeds records accessible via internet. (Requires implementation of imaging system)	0%	0%	25%
% of documents filed via Internet. (Requires statutory changes)	0%	0%	1%
Number of staffed satellite offices	0	0	1

Staffing Detail

Code	Classification	Range	2001 FTE	2002 FTE	2002 Budget
KAF	Register of Deeds		1.00	1.00	62,058
KBN	Chief Deputy Register of Deeds	24	1.00	1.00	45,443
KBH	Administrative Specialist	19	2.00	3.00	100,657
KBI	Administrative Assistant	18	1.00	1.00	27,755
KDK	Fiscal Associate	16	5.00	6.00	156,259
KDL	Fiscal Assistant	14	4.00	4.00	96,905
KDD	Office Assistant	12	3.00	3.00	55,631
	Direct Employee Totals		17.00	19.00	544,708
	Longevity				4,215
	Overtime				6,000
	Part-time/Temporary				6,784
	Benefits				140,305
	Total County-Funded Personnel Cost				702,012

Register of Deeds**Mission**

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Goals:

- ☞ Continue to improve on customer service and building our relationships with other departments.
- ☞ Continue to maintain the records of Sedgwick County in an accurate and accessible manner for our internal and external customers.

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